

**DEPARTMENT OF THE TREASURY
FEDERAL LAW ENFORCEMENT TRAINING CENTER
GLYNCO, GEORGIA 31524**

FLETC DIRECTIVE (FD)

NUMBER: 64-10.B

Subject:

DATE: 07/02/90
Sunset Review:

FLETC LONG-TERM TRAINING PROGRAM

1. PURPOSE. This Directive establishes the Federal Law Enforcement Training Center (FLETC) Long-Term Training Program and the procedures for application and selection of program participants.
2. SCOPE. The provisions of this Directive apply to all FLETC personnel selected for training which lasts ninety (90) days or longer. The provisions are designed to:
 - a. Offer qualified staff members the opportunity to explore the dimensions of Center activities, plans and objectives through formal study, extended field research, broadened staff assignments, and other means which are directly related to the FLETC mission, and,
 - b. Ensure that the Center maintains the staff experience and expertise necessary to plan, direct, conduct and accomplish the full range of current and future programs and services required to meet mission goals.
3. CANCELLATION. This Directive cancels FLETC Directive No. 64-10.B, dated March 8, 1984, FLETC Long-Term Training Program.
4. REFERENCE.
 - a. FLETC Directive No. 64-10.A, Employee Development and Training.
 - b. Government Employees Training Act, PL 85-507, Chapter 41, Title 5, U.S. Code.
 - c. Executive Order 11348.
 - d. Federal Personnel Manual Chapter 410.
 - e. Treasury Personnel Management Manual chapter 410.
 - f. Treasury Personnel Management Bulletin 87-2.
5. DEFINITIONS.
 - a. Long-Term Training--training received by an employee on a full-time basis for 90 days or more in either government or non-government programs. Such training includes, among other activities, assignment of an individual to an operational agency, enrollment in an academic program at a college or university or enrollment in one of many available formal training programs/fellowships open to Federal employees.
 - b. Expenses--Tuition, matriculation fees, library/ laboratory services, book fees, travel per diem, etc., as defined in FPM 410-6-3.
 - c. Faculty/Field Location Advisor--The individual located at the place where the long-term training assignment will be performed. The advisor will review and analyze the program content/curriculum, schedule work objectives and guide the employee toward the accomplishment of training objectives.
6. REQUIREMENTS. Long-term training may be approved only when all of the following requirements are met:

- a. The training is of paramount benefit to the Center;
- b. The purpose of the training is specifically relevant to the performance of the selected employee's current or future official responsibilities;
- c. Candidate is evaluated and recommended by the Long-Term Training Committee; and
- d. Such training is approved by the Director of the Center.

7. RESPONSIBILITIES AND ADMINISTRATION.

a. Long-Term Training Committee. This committee is responsible for advising the Director on the planning and development of long-term training and the evaluation of candidates for possible selection. The committee members are the Deputy Director (Chairperson); Assistant Director, Washington Office; Assistant Director, Artesia and Marana Operations; Assistant Director, Atresia and Marana Operations; Assistant Director, Office of General Training; Assistant Director, Office of Administration; Assistant Director, Office of Special Training; Assistant Director, Office of State and Local Training; and the Training Officer.

b. Personnel Division. This Division is responsible for long-term training policy development and implementation, and for providing analysis and dissemination of long-term training opportunity information, merit selection announcements and procedures, certification of training, and advising the Training Committee regarding plans, candidates, regulations and laws.

8. PROCEDURE AND GUIDELINES. Long-term training opportunities, whether in a government or non-government program, may result in increased opportunity for advancement and possible promotion; therefore, selection methods will conform to merit selection procedures and principles.

a. Identifying Training Needs. The Director, upon recommendations from the Long-Term Training Committee, will determine the number and type of long-term training opportunities.

b. Publicizing Opportunities. To ensure that all eligible employees are considered for long-term training assignments, the Center will announce these opportunities using merit selection procedures. Announcements will include the objectives of the training, eligibility requirements, limitations and restrictions on the training as required by regulations, e.g., minimum years of service requirements for training in a non-government facility and continued service agreement requirement.

c. Selecting Participants. The Long-Term Training committee will consider the following factors in the selection process:

- (1) The relevance of the training to the candidate's current and/or projected assignments;
- (2) Importance and relative benefit to the Center;
- (3) Evidence of the candidates' ability to successfully undertake and complete this proposed long-term training;

(4) Assessment of the candidates' self-development initiatives and accomplishments;

(5) Availability of other employees who could assume the tasks for which the selected employee would be trained;

(6) Evaluation of the candidates' potential as a direct result of this training to contribute to the Center's mission; and

(7) Equal opportunity in accordance with the Center's merit selection procedures, to ensure that no discrimination occurs in selection because of race, color, religion, sex, national origin, political affiliation, marital status, physical handicap, age, or membership or non-membership in an employee organization.

d. Payment of Expenses. The candidate selected will receive base salary plus continuation of employee benefits. Travel and per diem expenses may be negotiable based on the type of the training assignment. If the long-term training involves a program of education at the graduate level or undergraduate level, travel, per diem, temporary quarters and other living expenses will not be paid by the Government, and THERE WILL BE NO FINANCIAL SUPPORT GRANTED FOR ANY OTHER EXPENSE, such as tuition, books and fees.

Under the terms of the Government Employees Training Act, the employee must execute a continued service agreement with the Treasury Department which is three times the length of the training received, if the employee receives salary during the training period. If no salary is received the employee must agree to serve a period equal to the length of the training. The agreement is as follows:

e. Agreement to Continue In Service. The employee must agree in writing to continue in the employ of the Treasury Department for an appropriate period of time. If the employee voluntarily leaves the Treasury Department or the Federal service before the expiration of the period of agreed service, he/she will reimburse the Treasury Department for tuition and any related fees, travel, and other special expenses (excluding salary) paid in connection with the training unless a written waiver is granted by the Director pursuant to regulation 5 CFR 410.509. The Center has the right to establish a longer period of required service if justified by the cost of training or other factors. Expenses and allowances will be negotiated within the framework of FPM 410-6-3 by the employee and the Center on each approved long-term training period.

f. Selecting A Training Source. The participating agency, organization, university, college, or other institution will be selected on the basis of:

(1) Availability of facilities, staff, program, and their location which meet the training needs of the employee.

(2) Assessment of the curriculum and/or program content and the instructional staff credential; and

(3) Length of assignment or course of study.

g. Use of Skills and Knowledge Related to Long-Term Training. Prior to the training assignment, a written plan should be prepared by the supervisor stating how the skills and knowledge acquired will be utilized upon the employee's return. In all cases, there should be a direct relationship between the focus of the training and the utilization of the employee upon his/her return to work.

h. Individual Training Plan and Records. The Training Officer will consult with the individual and his/her faculty/field location advisor to finalize the plan; establish a system for maintaining contact during training; analyze evaluations; provide feedback to the Committee Chairperson; and recommend future training which would further the development of the participant.

i. Employee's Requirement Upon Selection. The employee must sign a statement certifying his/her agreement to attend and complete the training; reimburse the bureau if he/she fails to complete the training due to negligence or willful misconduct; and provide necessary status and evaluation reports to the Long-Term Training Committee chairperson. The Center has the right to cancel the training at any time.

9. OFFICE OF PRIMARY INTEREST. Personnel Division, office of Administration.

Charles F. Rikevich
Director